

CMIA and SR 99 Amendment Process

The following is required to process a baseline amendment:

1. Cover letter from Implementing Agency requesting a Baseline Amendment
2. Narrative/Fact Sheet – Basis for change & assumptions (Attachment A)
3. PPR form with the proposed change. (Attachment B)
4. Signed new agreement (Attachment C)

General Processing Requirements

1. The need for a baseline amendment must be confirmed by project team.
2. Team notifies Sponsors.
3. Concurrence on amendment with Sponsors and Department
4. Implementing agency submits request for Baseline Amendment to Caltrans Programming and Caltrans Proposition 1B Bond Manager. Requests to include the documents identified above.

Transition Plan

Many CMIA and SR 99 projects have had changes approved or proposed without requests to amend the project baseline agreement. The most urgent need is to document the proposed actions requests for CMIA and SR 99 projects as part of the 2008 STIP and process the project baseline amendment request. The goal beyond that is to process project baseline amendments for changes that involved CTC actions in the past. The following is the suggested priority order and timeline for processing project baseline amendments.

- I. Changes proposed for CMIA and Route 99 projects proposed for the 2008 STIP All changes, increases, switching of funds, or schedule changes proposed for the 2008 STIP requires a baseline amendment. The baseline amendment must be processed prior to STIP adoption. Requests must be submitted by **April 7, 2008.** The signed baseline agreements are due by **April 14, 2008.**
- II. CMIA Project Current Year action Clean-up Projects that had CTC actions that resulted in a variance from the baseline, including changes in COS or R/W that were reported at time of vote and project splits at vote, will need baseline amendments to document those adjustments/changes. Requests need to be submitted by **May 2, 2008.** These baseline amendments will be considered as part of the June CTC meeting.
- III. CMIA projects with changes that require CTC action through the end of the current fiscal year. **Requests for action at the May CTC meeting must follow the same schedule identified under Bullet “I” above. Requests for action at the June CTC meeting must be submitted by May 2, 2008.**
- IV. All other baseline changes (request for schedule changes, additions of local dollars, etc.) These should be processed as soon as the project team and sponsors identify a need for a baseline amendment. Baseline amendments should be processed concurrently with other programming actions (STIP, TCRP, allocation requests, etc.)